



CITY OF HOUSTON

Job Posting

Applications accepted from:

ALL PERSONS INTERESTED

Job Classification

Librarian III (Branch Manager)

Posting Number

PN# 107298

Department

Library Department

Division

Branch Services *

Section

East District*

Reporting Location

Stanaker Branch Library*

Workdays & Hours

Rotating Schedule*

*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Manages a branch library with a staff of seven to ten. Supervises and trains staff, assigns duties, and plans work schedules. Responsible for collection development including evaluation of the collection, selection of books and other materials. Provides reference service to customers in person, and on the telephone. Interprets and teaches use of complex indexes, directories, and business services. Develops new services and activities as needed. Prepares monthly and annual reports; prepares budgets. Performs community liaison work and coordinates community related programs at the library. Performs other tasks essential to efficient library operation. Requires evening and weekend shift (Saturday and Sunday) work.

WORKING CONDITIONS

Must be able to communicate effectively orally and in writing. Ability to plan and organize work; good knowledge of library procedures; ability to supervise subordinates. Must be able to use a computer to access/input information. Position requires stooping and bending; lifting of library materials up to 20 pounds. Must be able to move freely throughout the library to file/retrieve library materials.

MINIMUM EDUCATIONAL REQUIREMENTS

Master's degree in Library Science from an American Library Association accredited school.

MINIMUM EXPERIENCE REQUIREMENTS

Three (3) years professional library experience including one (1) year of management.

MINIMUM LICENSE REQUIREMENTS

Requires a valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

PREFERENCES

Must be able to communicate effectively orally and in writing. Must be able to use a computer to access/input information. Must be able to move freely throughout the unit. Position requires stooping, bending and lifting up to 20 pounds.

SELECTION/SKILLS TESTS REQUIRED

None

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 23
\$1,602 - \$2,111 Biweekly \$41,652 - \$54,886 Annually

OPENING DATE

October 26, 2005

CLOSING DATE

Open Until Filled

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (832) 393-1667 . All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An Equal Opportunity Employer